

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Assistant Fire Chief. Fire Captains rank directly below the class of Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire station for one shift. Answers fire alarms from dispatcher, records pertinent information, and proceeds with en route size-up. Supervises driving of fire apparatus by making sure the driver follows all laws and safety regulations, and takes most direct route to the fire. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Directs or assists in the positioning of apparatus at the fireground in order to initiate the most effective fire attack. Maintains communications between the fire scene and other authorized personnel. Observes and responds to changes in fireground conditions while directing firefighting operations. Performs and supervises search and rescue, forcible entry, ventilation, ladder, hose, and truck, and overhaul operations. Identifies hazardous materials and directs or assists handling of hazardous materials incidents. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Briefs incoming captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Directs emergency scene operations until relieved by superior officer. Supervises subordinate employees at the scene of an emergency in fighting fire, handling hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire, or related duties. Provides for the

needs of firefighters and other emergency personnel at the scene of an incident. Serves as fire safety officer at the scene of an emergency until relieved of command.

Provides for the maintenance of department records such as records of activity, inventory records, or any others which may be required. Completes assigned forms and records. Assists in reviewing reports written by subordinates. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Prepares NFIRS reports.

Oversees and evaluates work performance of subordinates. Assists in resolving employee complaints and grievances and counsels employees who are experiencing work problems. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Issues orders and assigns work or duty areas to subordinates. Inspects the appearance of assigned equipment and subordinate personnel.

Provides informal or "on-the-job" training for new employees. Conducts drills, evolutions, and classroom training. Provides assistance to subordinates in technical areas of work.

Performs and supervises pre-fire planning inspections by visiting businesses, schools, and places of public assembly located in an assigned area in order to become familiar with all area features which might become important in a fire or emergency situation. Reports fire hazards or safety violations to the appropriate authority.

Conducts required tests of fire department apparatus and equipment. Inspects fire apparatus for proper placement and maintenance of tools, equipment, and appliances. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Driver for at least two (2) years immediately preceding closing date for application to the board.

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